

# The Primary Source

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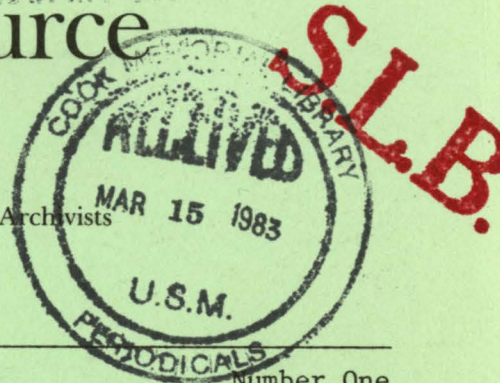
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# The Primary Source

A Quarterly Publication of The Society of Mississippi Archivists

MISSISSIPPIANA COLLECTION  
MCCAIN GRADUATE LIBRARY



Volume Five

February 1983

Number One

## LOCAL GOVERNMENT RECORDS LEGISLATION DIES IN HOUSE RULES COMMITTEE

Legislation which would have provided the first step toward efficient management of local government records in Mississippi died in the state House of Representatives Rules Committee on March 1. That day was the deadline for committee action on non-revenue bills, and the House Rules Committee declined to act on the proposed bill, S.B. 2386, An Act to Create an Advisory Commission on Local Government Records. Such a commission, if established, would have made specific recommendations to the legislature regarding archival practices at the local government records level.

S. B. 2386 was a direct result of the State Historical Records Assessment and Reporting Project. During the course of that project, every courthouse in the state was visited by staff members of the Mississippi Department of Archives and History. In almost every county, a conference was held with the chancery and circuit clerks, during which the clerks identified the problems and needs they were experiencing with the management of their records. Major among these needs were clear-cut authority for disposal of useless records, additional storage space, an archivally-sound microfilming program, and conservation work.

Identification of these needs prompted the State Historical Records Advisory Board, sponsor of the Assessment Project, to urge the legislature to establish a special study commission to work on meeting these needs. Society members may recall that in 1981, when the state legislature was debating the creation of a records management authority, the House of Representatives deleted local government records from the legislation. At that time, some House leaders felt that inclusion of local governments would be an unwanted imposition of state authority on the local governments. S.B. 2386 attempted to correct that fear by providing for appointment of eight representatives of local government officials groups: the Mississippi Chancery Clerks' Association, the Mississippi Association of Supervisors, the Mississippi Circuit Clerks' Association, the Mississippi Assessors/Collectors' Association, the Mississippi Sheriff's Association, the Mississippi Municipal Association, the Mississippi Association of School Superintendents, and the Mississippi City Clerks and Tax Assessors' Association. Other representation would have come from the Mississippi Bar Association, the Mississippi Historical Society, the Society of Mississippi Archivists, and the State Historical Records Advisory Board. In addition, the Governor would have appointed five citizens from the state at large, and the legislature would have been represented by one member each from the County Affairs and Municipalities committees from each house. State agencies that would have been represented were the State Tax Commission, the Department of Audit, and the Mississippi Department of Archives and History.



*The Primary Source* is a quarterly publication of news and ideas produced by the Society of Mississippi Archivists, a non-profit organization of professional archivists and interested persons. Subscription to *The Primary Source* is included in the Society membership dues. Membership information is printed on the last page of each newsletter.

Your contributions are welcome. Write *The Primary Source*, P. O. Box 1151, Jackson, MS 39205.

Deadlines for inclusion are:

- #1 (February) -- January 31
- #2 (May) -- April 30
- #3 (August) -- July 31
- #4 (November) -- October 31

h t holmes.....Editor  
Martha Sparrow...Assistant Editor

#### FROM THE DIRECTOR -

Since the publication of the last issue of *The Primary Source*, several important events have occurred in the history of the Society. Thanks to the leadership of the Society and its Ways and Means Committee, the Society has developed a budget and budgetary procedure which will allow for a smoother and more efficient expenditure of Society funds. Grace M. S. MacNeil of Natchez donated to the Society \$1,500 to continue its educational programs. Mrs. MacNeil's donation was by far the largest one-time contribution to the Society in its five year history.

Bernice Bell, H. T. Holmes and your executive director visited with Dr. Estus Smith, Vice President for Academic Affairs, Jackson State University, in November to discuss that institution's continued support of the Society. As many of you are aware, JSU has been one of the Society's most active institutional supporters for some

time. Dr. Smith verbally pledged administrative support and office facilities for the Society, in the event that a full-time paid executive director is employed by the Society. Further, the Ways and Means Committee have worked diligently on grant proposals for educational programs and the employment of an executive director. Initial contact for financial support has already been made by the Society.

In brief, it has been a productive several months for the Society of Mississippi Archivists, and, with the support of the membership, there is no reason why the months ahead cannot be the most productive ever. -- RJB

### SPECIAL COPYRIGHT NOTICE

The Register of Copyright's five year report to Congress recognizes the special needs of archives in recommendation A.(6), which states:

6. Archival preservation.

Representatives of authors, publishers, users, and librarians should meet to review fully new preservation techniques and their copyright implications and should seek to develop a common position for legislative action by Congress, taking into account the respective interests of libraries and their patrons and of authors and publishers.

This report was presented to Congress on January 5, 1983, by Register of Copyright David Ladd to fulfill the requirements of the 1976 copyright act, which requires a regular five year review to Congress on reproduction of materials by libraries and archives. The body of the report raises several critical issues with respect to current copyright law and the archival preservation of material. Copies of this report can be obtained from the National Technical Information Service, U. S. Dept. of Commerce, 5285 Port Royal Road, Springfield, VA 22161 or from your local GPO depository library.



## ACCESSIONS

### EVANS MEMORIAL LIBRARY

Tombigbee Historic Townsites Oral History Collection. 1979-1980. .66 cf. (8 vols.)  
Transcripts of 150 taped interviews conducted as part of a research effort to study the extinct townsites of Colbert, Barton and Vinton on the Tombigbee River in Clay County. Collection is open.  
Presented by the U. S. Department of the Interior.

### MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY Manuscript Collection

Eads (Joseph) Collection. c. 1840s-1860s. 6 vols.  
Daybooks and judgement dockets of Joseph Eads, merchant and judge, Carthage, Leake County. Collection is closed.  
Presented by Elizabeth R. Thompson, Jackson.

Jones (A. K.) Field Notes. 1865; n.d. 1 vol.  
Field notes, muster roll and diary of A. K. Jones for the year 1865.  
Collection is closed.  
Presented by Dave Taylor, Greenville.

Stewart (Charlotte) Collection. c. 1830-1858. 3 vols.  
Three daybook/ledgers of a general store in Holmesville. Collection is closed.  
Presented by Charlotte Stewart and Susan J. Strome, Ocean Springs.

Satterfield (John) Collection. c. 1963-1964. 1 vol.  
One notebook containing pamphlets, speeches and correspondence primarily written by John C. Satterfield and released by the Coordinating Committee for Fundamental American Freedoms. Collection is closed.  
Presented by Mrs. John C. Satterfield, Jackson.

Nelson (Eugene) Collection. c. 1830s; 1860s-1880s; 1921; 1943. .33 cf.  
Account book (primarily for building materials) of David Daley's business in Jackson, c. 1830s; miscellaneous legal papers of the Smythe family, primarily deeds. Collection is closed.  
Presented by Eugene Nelson and Christine Nelson George, Jackson, and by Virginia McAlister Holmes, Starkville.

Salter (John R.) Collection, Accretion. c. 1960s-1982. .5 cf.  
Correspondence, F.B.I. files acquired under FOI Act, and articles concerning the Civil Rights Movement in Mississippi during the 1960s. Collection is closed. Presented by John R. Salter, Grand Forks, N. D.

Lobdell Family Papers. late 19th and early 20th centuries. 9 cf.  
Correspondence, published matter, and photographs of this Rosedale family. Collection is closed. Presented by Beauvais McCadden, Tallahassee, Florida, and Ethel Rose, Metairie, Louisiana.

MDAH Accessions continued





## ACCESSIONS

McCain (William David) Collection, Accretion. 1976-1980. 2 vols.

This accretion contains two bound volumes of photocopies entitled "Speeches and Documents" by McCain.

Collection is closed.

Presented by William David McCain, Hattiesburg.

Ferris (Eugene Nelson) and Family Papers, Accretion. c. 1830-1860. .33 cf.

This accretion contains family correspondence of John Harvey. Collection is closed.

Presented by William Ferris, Oxford.

Sons of Temperance (Ripley) Minute Book. 1852-1860; 186901875. 1 vol.

Minutes of meetings of the Sons of Temperance in Ripley. The minutes contain lists of members, financial statements and charges made against members. The charges are usually for violating Article 2 of the club's constitution - intoxication. The organization became known (or reorganized) in the 1860s as the Charity Lodge. Collection is closed.

Made available for microfilming by Tommy Covington, Ripley.

Brewer (Earl K.) and Family Papers, Accretion. c. 1970-1981; n.d. .33 cf.

Memoirs of living in the Governor's Mansion, correspondence of the donor and copies of historical research papers pertaining to Governor Brewer.

Collection is closed.

Presented by Claudia Brewer Strite, Hagerstown, Maryland.

Koch (Chrisitan) Diary. n.d. 1 vol.

Photocopy of a typescript entitled "The Diary of Christian Koch - 1831-1836."

The volume is actually memoirs of Koch which cover the period he worked aboard ships, much of the time in the Pearlinton area. Collection is closed.

Made available for photocopying by Mansfield Downs, Picayune.

Maxey (R. S.) Cash Book. 1881-1886. 1 vol.

Cash book of a mercantile in Brandon, 1881-1886, probably owned by R. S. Maxey. Not indexed. Collection is closed.

Presented anonymously (donor's request).

Welty (Eudora Alice) Collection, Accretion. 1982. 1 item.

Doctor of Letters from Columbia University. Collection is open.

Presented by Eudora Welty, Jackson.

Hartsfield (William Robert) Papers. 1863-1864; n.d. 20 items.

Correspondence, muster rolls, passes and special orders received or sent by William R. Hartsfield, commanding officer of Company K, 22nd

Mississippi Regiment (Mississippi Volunteers). Collection is closed.

Presented by Clyde Little Hartsfield Nolan, Oxford.

Wilson (Edgar S.) Collection, Accretion. 1 item. n.d.

Untitled, unpublished typescript by Edgar S. Wilson. The work focuses on Mississippi politics in the late 19th and early 20th centuries. Wilson's association with Theodore Roosevelt is emphasized. The typescript is a later and more complete version of the original copy found in Z 123.





## ACCESSIONS

Collection is open.

Presented by Anne Medley, Fort Walton Beach, Florida.

International Association for Identification Collection. 1980. 1 item.

Original charter of the Mississippi Division of the International Association for Identification. Collection is closed.

Presented by the Mississippi Division of the International Association for Identification.

Smith (William) Civil War Letter. April 17, 1862. 1 item.

Letter written by William Smith to his wife when he was camped near Grenada in Yalobusha County (now a part of Grenada County). Smith discusses his health and health of others in his company. Collection is open.

Presented by Christine Herbert, Biloxi.

International Women's Year Conference Papers, Accretion. c. 1977. .33 cf.

Correspondence, information sheets, memoranda, programs, newsclippings concerning the International Women's Year Conference held in 1977.

Includes material distributed by the conservative faction which dominated the Mississippi delegation. Collection is closed.

Presented by Cora Norman, Jackson.

Erwin (John Seymour) Collection. c. 1974-1982. 1 in.

Correspondence between John S. Ervin and the Mississippi Department of Archives and History relating to his research and book on Mt. Holly in Washington County. Collection is closed.

McCain (William David) Collection, Accretion. 1982. 2 vols.

Two bound volumes containing journal of a trip to England, Scotland and Ireland in 1982. Collection is closed.

Presented by William David McCain, Hattiesburg.

Finn (Donald F. X.) Collection. 1829-1833. 1 in.

Research material relating to Jefferson College in Washington. The material consists of photocopies from the Williston and Partridge Papers at the Henry Prescott Chaplin Memorial Library, Norwich University, in Northfield, Vermont. The bulk of the material relates to Alden Partridge and his presidency of Jefferson College. Collection is closed.

Presented by Donald F. X. Finn, Natchez.

Surget-McKittrick-MacNeil Family Papers. c. 1840-c. 1950. .17 cf.

Business papers, plantation records, family correspondence, diaries, newsclippings and financial papers of these Natchez families. Collection is closed.

Presented by Grace MacNeil, Natchez.

Spengler Family Papers. c. 1840-1950. 2 in.

Correspondence, newspaper clippings, photographs and genealogical notes on the Spengler family of Jackson. Much of the material deals with social events in Jackson in the latter half of the 19th century. Collection is closed.

Presented by Charles O. Spengler, Brandon.





## ACCESSIONS

Gore (Thomas Pryor) Manuscript. 1882. 1 item.

Manuscript diary of Thomas Pryor Gore, U. S. Senator from Oklahoma, kept while serving as a page in the 1882 Mississippi legislature. The diary ends abruptly (February 1882) after an accident which blinded Gore. Collection is closed.

Presented by Thomas Gore II, River Ridge, Louisiana.

Osborn (George C.) Collection, Accretion. c. 1930s-1960. .5 cf.

Correspondence of historian George Osborn. The letters concern research being conducted by Osborn. Of interest is the correspondence dealing with the vacancy in the MDAH directorship created by the death of Dunbar Rowland. Collection is closed.

Presented by George C. Osborn, Gainesville, Florida.

Girault Family letters. c. 1810s. 1 in.

Letters of the Girault family. The bulk of the letters are written by F. S. (?) Girault to his sister, Ann, in New Orleans.

Made available for photocopying by Joseph Goldberger, El Reno, Oklahoma.

## MISSISSIPPI STATE UNIVERSITY

Reiff (Lee H.) Collection. 1966-1972. 1.5 cf.

Minutes, bylaws, memoranda, reports, grant proposals, and printed matter concerning the Board of Directors of the Child Development Group of Mississippi and its successor organization, the Inter-Area Council of the Community Education Extension of Mary Holmes College. The organization administered Head Start programs funded by the U. S. Office of Economic Opportunity. Collection is open.

Presented by Lee H. Reiff.

Bowen (David R.) Collection, Accretion. 1972-1982. 237 cf.

Office files from Bowen's years as a member of the U. S. House of Representatives from Mississippi. Collection is closed.

Presented by David R. Bowen.

Stennis (John C.) Collection, Accretion. 1979-1982. 34 cf.; 20 vols.

Office files, scrapbooks of newspaper clippings. Public papers portion of collection is open; remainder closed.

Presented by John C. Stennis.

## UNIVERSITY OF SOUTHERN MISSISSIPPI

National Association of Parliamentarians - Mississippi Division. 1948-1977. 1 cf.

Five volumes of scrapbooks and minutes books pertinent to the years 1948 through 1977; other organizational records and support documentation.

Collection is open.

USM Accessions continued





## ACCESSIONS

American Tung Oil Institute Records, Accretion. c. 1940-1970. 1 cf.

Research files and publications relating to the uses of tung oil and early plastics and polymer research. Collection is open.

Yoder (Paul) Papers. c. 1940-1980. 30 cf.

Original musical scores and published copies, some of which were written for foreign bands (primarily Japanese). Paul Yoder composed more than 1400 pieces of music for bands and is reported to be the most significant force in the marching band field since John Philip Sousa. Collection is open. Presented by Paul Yoder.

deGrummond Collection, Accretions.

Ames, Mildred

*Philo Potts or The Helping Hand Strikes Again* - typescript, galleys, camera copy, jacket mechanicals.

Amoss, Berthe

*The Great Sea Monster* - illustration; *The Mysterious Prowler* - published book, illustration.

Asher, Sandy

*Daughter of the Law* - typescript; *Summer Begins* - typescript, book; *Just Like Jenny* - book, typescript, galley.

Cohen, Daniel

*America's Very Own Monsters* - typescript, galleys.

Eiseman, Alberta

*Gifts from a Sheep: The Story of How Wool Is Made* - jacket layouts, photographs, edited typescript, galley, illustrations; *The Sunday Whirligig* - unbound printed pages; *The Guest Dog* - unbound printed pages, jacket; *From Many Lands* - photographs.

Gallant, Roy A.

*The Planets, Exploring the Solar System* - correspondence, dummy, index, typescript; *First in the Sky, The Birth and Death of Stars* - edited proofs for appendix and glossary.

Heck, Bessie H.

*Golden Arrow* - background work, typescript, galley, jacket, unbound sheets of printed book; *Cave-In at Mason's Mine* - typescript, galleys, jacket, blues.

Hoban, Tana

*A B See* - original artwork, jacket mechanicals.

Hodges, Margaret

*The Avenger* - manuscript, research materials, story outline, correspondence, notes, review.

Lavine, Sigmund A.

*Wonders of Flightless Birds* - typescript, proofs, dummy, mechanicals; *Wonders of Peacocks* - typescript, galleys, proofs, dummy, mechanicals.

Mason, Theodore K.

*Two Against the Ice: Amundsen and Ellsworth* - typescript, index, galleys, master proof, caption dummy.

Myers, Steve

*Attack of the Giant Pumpkin* - book.

USM Accessions continued





## ACCESSIONS

Roy, Ron

*Where's Buddy?* - typescript, book; *I Am a Thief* - book, typescript; *What Has Ten Legs and Eats Cornflakes?* - book, photographs, typescript, revised sketches.

Scarry, Richard

*Busy Houses* - original pencil sketches.

Vasiliu, Mircea

*Once Upon a Pirate Ship* - book, dummy, press sheets; four Christmas card original designs for American Artists Group.

During the summer six or seven years ago I took a part-time job at the Methodist Church cataloguing, repairing, and restoring old records. (I like repetitive, mindless labor and I'd taken a course in records preservation at the college.)"--  
Ellen Douglas, *A Lifetime Burning*, p. 24.

## NEWS NOTES

### STATE HISTORICAL RECORDS COORDINATOR SERVES ON NASARA PLANNING COMMITTEE

Elbert R. Hilliard, Mississippi State Historical Records Coordinator and director of the Mississippi Department of Archives and History, is one of three state coordinators serving on the National Association of State Archivists and Records Administrators (NASARA) National Conference of Coordinators Program Planning Committee. Scheduled for June 23-25, 1983, in Atlanta, Georgia, the National Conference of Coordinators will be a forum for analysis and evaluation of the State Historical Records Assessment and Reporting Projects recently conducted by twenty-seven states. The National Historical Publications and Records Commission (NHPRC), which funded those projects, is providing support to NASARA for this conference. Principal conference participants will be the state coordinators and project directors from each of the twenty-seven states. Other members of the planning committee are John Burns, California coordinator; Harry Whipkey, Pennsylvania coordinator; and A. K. Johnson, conference coordinator. The Committee held its first meeting on January 29 in Washington, D.C. A conference format was determined, and the decision to use consultants to provide analyses of the twenty-seven project reports was made. Five consultants will report on these areas of the projects' findings and administration: state government records, local government records, historical records repositories, functions and services of statewide importance, and overall project administration. The consultants will prepare written analyses and summaries which will be mailed to participating state coordinators prior to the conference. At the conference each consultant will make a twenty minute presentation, which will be followed by group discussions of the analyses. NHPRC and NASARA expect significant evaluations of the twenty-seven projects and recommendations for future assessment projects to result from the conference.



## NEWS NOTES

### MSU ARCHITECTURE BRANCH LIBRARY CONDUCTS COPAR SURVEY

The Cooperative Preservation of Architectural Records Project (COPAR) is a project coordinated by the Library of Congress which seeks to identify and stimulate interest in the preservation of architectural records. Several state and local groups have begun to survey their respective areas in order to locate extant records and possibly acquire them for library or archival collections. "There is no formal structure for a state COPAR group in Mississippi," according to Thomas W. Henderson, Architecture Librarian for Mississippi State University Libraries. "The Architecture Branch Library is simply working within some suggested guidelines in order to conduct a survey of architectural records." Henderson suggests that a committee within the Society of Mississippi Archivists or the Mississippi Library Association would be of value if there is enough interest. The School of Architecture at Mississippi State University collects architectural records, and there are other depositories in the state that already have such collections. It is hoped that COPAR in Mississippi will be a joint effort among several institutions, all of which will work for the common goal of preserving the architectural records of the state.

The survey to be conducted will include architectural offices, libraries and archives, and some other government agencies which might have architectural records. Respondents will be asked about the extent of the records in their custody, the types of records they have, and will be requested to supply copies of their finding aids or inventories. The results of the survey will be sent to COPAR at the Library of Congress and, possibly, published.

COPAR, originally called the Committee for the Preservation of Architectural Records, was organized in the state of New York in 1973 by a group of architectural historians, librarians, preservationists, architects, museum curators, and archivists who were concerned with the problems of locating and making accessible architectural records in the United States. Grants from the Architectural League of New York and the New York State Council of the Arts enabled COPAR to survey and prepare guides to architectural resources in the state of New York, including the five boroughs of New York City. Subsequent funding from the National Endowment for the Humanities allowed COPAR to publish a newsletter, to function as a national center of information on all aspects of architectural records, to develop committees in other states, and to establish a national catalog of American architectural records.

### MISSISSIPPI VALLEY STATE UNIVERSITY RECEIVES ARCHIVES GRANT

The National Historical Publications and Records Commission recently approved a \$23,616 grant proposal for a university records processing project for the James Herbert White Library at Mississippi Valley State University. The proposal had been recommended by the State Historical Records Advisory Board in 1981, but was not funded at that time because the NHPRC had no funds available for new projects. The grant will provide funds for an archivist, a consultant, two student workers, and archival supplies to process the historical records of the University.

The project director is seeking an archivist with a background in history, archival training and experience. The position is available immediately, and the salary for the one year appointment is \$13,000. Persons interested in applying for the position should contact the Personnel Office at Mississippi Valley State University, (601) 254-9041, extension 6397 or 6398.



## NEWS NOTES

### STATE HISTORICAL RECORDS ASSESSMENT PROJECT ENDS

Major work on the State Historical Records Assessment and Reporting Project has been completed, according to Elbert R. Hilliard, State Historical Records Coordinator. The State Historical Records Advisory Board adopted the final Project report in December, and copies of the report were printed by the Mississippi Department of Archives and History in February. The report was printed in two volumes. Entitled *The Management and Preservation of Mississippi's Historical Records: Problems and Potential*, volume one contains the findings and recommendations made during the course of the year long project. These include records management and preservation needs for state and local governments and historical records repositories, as well as needs for archival education, preservation and publication. The recommendations include short term (within five years) and long term (beyond five years) suggestions for meeting those needs. Volume two contains summaries of the data gathered in the various areas of investigation. Distribution of the report will be made in late February and in March. Volume one will be distributed more widely: Recipients will include members of the state legislature, persons attending Project public hearings, county officials, the press, and state archival agencies across the county. Volume two will be distributed on a more restricted basis. However, copies of either volume are available by writing Elbert R. Hilliard, State Historical Records Coordinator, P. O. Box 571, Jackson, Mississippi 39205.

To provide a method of further disseminating the Project's findings, the State Historical Records Advisory Board authorized the Mississippi Department of Archives and History to utilize a portion of the Project's funds to produce a slide-tape show, based on the Project report. The show, which will be a fifteen to twenty minute interpretation of the report, will be made available to service and civic clubs, local historical and genealogical groups, and other interested organizations. The show should be available after April 1, 1983. For more information, write the State Historical Records Coordinator at the above address.

The State Historical Records Assessment and Reporting Project was supported by a grant from the National Historical Publications and Records Commission.

### MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

Attending the annual meeting of the American Association for State and Local History held in Hartford, Connecticut, last Fall were Charlotte Capers, Director, Information and Education Division, and Patti Black, Director, State Historical Museum. Patti Black is secretary-elect of AASLH, while Charlotte Capers is a member of the governing Council.

### UNIVERSITY OF SOUTHERN MISSISSIPPI

The deGrummond Collection includes more than forty books published by John Harris, one of the most influential publishers of children's books in the first half of the nineteenth century. A feature article on Harris by John M. Kelly appears in the Fall 1982 issue of *Juvenile Miscellany*. The Collection has acquired one of the earliest miniature libraries for children, *The Infant's Library*, which was first published by John Marshall in London c. 1800-1801. *The Infant's Library* will be on display in the McCain Library Exhibit Room during the Children's Book Festival, March 10-11, 1983.



## NEWS NOTES

### THE CENTER FOR THE STUDY OF SOUTHERN CULTURE

The Center for the Study of Southern Culture at the University of Mississippi has completed the second match for its National Endowment for the Humanities Library Challenge Grant. The terms of the grant state that the University must raise \$900,000 in order to collect \$300,000 from NEH. The University currently has raised \$500,000, meaning that \$175,000 of the NEH funds will be released. To receive its final installment of \$125,000 from NEH, the University must raise \$400,000 by June 30, 1983. Contributions of money, books, manuscripts and other materials may be counted toward the match.

The Special Collections Department of the University Library has been the recipient of several donations made in support of the challenge grant. In 1980 Lula and Douglas Wynn of Greenville gave their extensive collection of works by and about William Faulkner to the University. Included in the Wynn Collection is the privately printed text of a speech Faulkner gave in Cleveland in May 1952. The occasion was the Seventeenth Annual Meeting of the Delta Council. An appraiser has stated that this copy is an exceptionally fine one of a very rare Faulkner item. The Wynn Collection also contains many first editions of Faulkner's works. The First National Bank of Oxford has contributed cash books containing entries in Faulkner's handwriting as well as other banking records concerning Faulkner and his family. -- From *The Southern Register* (Fall 1982)

### EVANS MEMORIAL LIBRARY, ABERDEEN

On January 1, 1983, the resignation of Lucille Peacock as consultant in the Historical Division became effective. Miss Peacock had served the residents of Aberdeen and the surrounding area for fifty years. Helen Crawford is the present director of the Historical Division, with Lillian Mann as co-director. In the past three months, researchers from fifteen states and one foreign country visited the Historical Division.

### TOMBIGBEE HISTORIC TOWNSITES PROJECT

The Tombigbee Historic Townsites Project was conducted in 1979 and 1980 by researchers from Michigan State University and local individuals employed by the University. The purpose of the study was to gather archival and archaeological data as well as oral histories concerning the extinct townsites of Colbert, Barton, and Vinton on the Tombigbee River in Clay County. The three townsites lie within the 135 mile length of the Tombigbee River Multi-Resource District. The oral history phase of the project consisted of 150 interviews with approximately fifty people who ranged in age from forty-eight to ninety-two. In the group were eighteen white females, seventeen white males, nine black males and six black females. The original tapes are in the Voice Library at Michigan State University. All working materials are housed at the Michigan State University Museum. Copies of the tapes have been placed with the American Folklife Center of the Library of Congress and the Mississippi Department of Archives and History. Copies of the transcripts are held by the Alabama Department of Archives and History, Bryan Public Library in West Point, Mississippi, Evans Memorial Library of Aberdeen, Mississippi, and the Mobile District of the Corps of Engineers.



## NEWS NOTES

### BENTLEY HISTORICAL LIBRARY NAMES FELLOWS FOR RESEARCH SEMINAR

The Bentley Historical Library of the University of Michigan has announced the award of three fellowships to support research on appraisal problems of modern historical documentation. The fellowship program is funded by the Andrew W. Mellon Foundation. The recipients are Patricia Aronsson, archival consultant, U. S. Senate; Leonard Rapport, archivist, Civil Archives Division, National Archives and Records Service; and JoAnne Yates, assistant professor of business communication, Sloan School of Management, Massachusetts Institute of Technology. The three Fellows will be in residence in Ann Arbor from May 1 through August 31, 1983. Ms. Aronsson's research project focuses on appraisal problems associated with large congressional collections. Mr. Rapport will be examining problems in the selective retention of case files of quasi-judicial and regulatory agencies at the state and federal levels of government. Professor Yates will study the relationship between evolving organizational structure and the changing process of record-keeping and communication in the business environment.

Fellows were selected upon the recommendation of an advisory committee composed of Dr. Margaret Child, Assistant Director, Smithsonian Institution Libraries; Dr. Joan Hoff-Wilson, executive secretary, Organization of American Historians; Dr. Philip P. Mason, director, Walter P. Reuther Library, Wayne State University; and Dr. Robert M. Warner, Archivist of the United States, National Archives and Records Service. Project directors for the Research Seminar on Modern Documentation are Dr. Francis X. Blouin, director, and William K. Wallach, assistant director of the Bentley Library. Fellowships will be awarded for a similar seminar on modern historical documentation for the summer of 1984. For further information contact the project directors: Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, MI 48109 (313) 764-3482.

### NASARA REPORT ON STANDARDIZED TERMINOLOGY AVAILABLE

The National Association of State Archivists and Records Administrators (NASARA) has been concerned with the need to standardize the terminology used in the archival profession for better communication with each other and to facilitate communication with the archival agency's administrative and fiscal officers. In an attempt to meet this need, NASARA received funding from the National Endowment for the Humanities to survey each state, asking archival facilities to describe exactly what tasks they perform and the name given to each. The results of this survey, along with a summary report, were then published. At NASARA's annual meeting, a task force made its recommendations and the resulting final report is now available. The report covers terminology used in six areas: 1) selection, including appraisal, accessioning, arrangement and description; 2) reference service; 3) archival microfilm standards; 4) reproduction and publication service; 5) records scheduling and reporting; and 6) document preservation. Copies of the report are available from the office of Executive Director of NASARA for \$6.00, postage included: Joseph Halpin, 1411 Santa Rosa, Santa Fe, NM 87501. - From ACCESS (Society of Alabama Archivists)

### GSA TO ELIMINATE LEGAL SIZE FILES/DOCUMENTS

The records management profession (ARMA) and the micrographics industry in the USA have pressured the General Services Administration of the Federal Government through a well-conceived and well-promoted ELF (Eliminate Legal-Sized Files) campaign to eliminate the use of legal-size paper measuring



## NEWS NOTES

8.5" x 14" (220mm x 350mm) and to make the 8.5" x 11" (220mm x 280mm) paper size the standard. The ruling took effect January 1, 1983. The Canadian Micrographic Society in its *Micro-Notes* publication explains how legal sized documents cause micrographic filming some headaches. "Legal size media cause a myriad of problems for the end user and the laboratory technician. The end user must contend with either higher reduction ratios for source document filming, a combination of cine and comic modes slowing retrieval, increasing equipment cost, and/or much higher production pricing to attempt to compromise in merging the letter/legal size imagery (*Micro-Notes*, February 1982, p. 11). For full details write to Mr. R. McBride, Chief Management Services Branch, Administrative Office of the United States Courts, Washington, D. C. 20544. -- From *IMC Newsletter* 11:8.

### LIBRARY OF CONGRESS AWARDS CONTRACTS FOR OPTICAL DISK PILOT PROJECT

The Library of Congress has awarded two contracts for a pilot project to use laser optical disk technology for information preservation and management, Deputy Librarian of Congress William J. Welsh has announced. "More than eighty-five per cent of the books that come into the Library are printed on an acid-based paper that will fall apart in twenty-five to one hundred years," Mr. Welsh said. "Video tape, audio tape, film and photographs all have to explore the latest technology available to extend the life of the information contained on these materials and make it more accessible." Teknekron Controls, Inc., of Berkeley, Calif., has been awarded a contract to provide a system which will use digital optical disks for computerized mass storage, preservation, and retrieval of printed materials, including text and halftone illustrations. SONY Video Communications Products Co., of Lanham, MD., has been awarded a contract to deliver fifty copies of each of five analog optical disk productions of films, video tape, photographs, and graphics and fifty digital compact audio disks of two audio productions over the next eighteen months. The Teknekron pilot system will provide archival-quality document storage of 500,000 images of pages from frequently used periodicals, rapid access and display of the images, and reproduction of single or multiple copies of specified pages or entire documents. Display will be on special high-resolution terminals (2,200 lines per screen) and will take advantage of existing Library of Congress computer indexing and abstracting systems. Reproduction will take place on associated terminal printers or through off-line batch printing facilities. Materials to be converted to analog disks by SONY include 35mm and 16mm motion pictures, two-inch and three-fourths-inch video tape, 90,000 motion picture stills, 30,000 glass plate negatives from the Detroit Publishing Co. Collection, 4,000 original illustrations from the Cabinet of American Illustration, 4,000 images from the American Cartoon Drawing Collection, 66 photo albums from the Abdul Hamid II Collection, and 1,500 color slides from the Farm Security Administration Collection. Two concerts in the Library's regular series of chamber music programs will also be selected for transfer to digital compact audio disk. In addition to offering attractive features for preservation, disk storage may offer the public unparalleled high-speed access to some of the most fragile and important materials in the Library's vast collections. As many as 54,000 images can be stored on one analog disk, for example, any one of which can be examined in a matter of seconds. With collections now totalling more than eighty million items and increasing at the rate of 7,000 a day, the Library of Congress will closely evaluate each part of this pilot project with an eye toward expanded applications in the future. -- From *Library of Congress Information Bulletin* (December 20, 1982)



## NEWS NOTES

### RECORDS RECOVERED IN COLUMBIA COUNTY, GEORGIA, COURTHOUSE

The Georgia Department of Archives and History has given temporary storage to some forty-five cubic feet of Columbia County records which were recently recovered from behind false walls in the county courthouse. Dating from 1793 to 1924, the unearthed records included deeds, a land court minutes book, a list of eligible drawers in the 1832 land lottery, superior court minutes, civil and criminal case files, and two private account books. The Columbia County courthouse, one of the oldest still in use in Georgia, was erected during the 1850s. With space in the building growing scarcer every day, the county commission has been considering plans to renovate the old structure. Needing accurate measurements of the building, the commission hired a team of architectural workers, who found the records in pigeonhole shelving behind two false walls. The records were located in what was the Clerk of the Superior Court's office and is now the Tax Assessor's office. When an annex was built onto the courthouse earlier this century, the Clerk moved into the annex. At some point, when the pigeonhole shelves were completely filled, they were covered with a canvas material and plastered over. Officials in the Georgia Archives' Governmental Records Office (GRO) noted that records have been located behind similar false walls in a number of Georgia's early courthouses. All the records were covered with dirt, many of them in brittle condition. -- From *Newsletter* 5:3 (GDAH)

### NEH PROJECTS IN THE SOUTHEAST

The National Endowment for the Humanities has funded several grant projects in the Southeast. The Southern Historical Collection at the University of North Carolina has received \$19,965 for cataloging and rehousing 20,000 photographs. A \$20,164 grant to the Birmingham Public Library facilitates the arrangement, description and access to the Birmingham Water Works Company records, 1880-1955. The South Carolina Historical Society at Charleston is the recipient of two grants. A \$1,000 grant will pay for consultant services to improve archival methodology. A grant of \$129,673 will allow the arrangement and description of several collections pertaining to the history of slavery and cultural and commercial activities.--From *Georgia Archive*, Fall 1982 (Society of Georgia Archivists)

### MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

The Mid-Atlantic Regional Archives Conference has begun the publication of a series of leaflets on an experimental basis. Title of the leaflets is "Dear Archivist: Practical Solutions to Archival Dilemmas." Designed especially for beginners in the archival profession, the leaflets will be distributed with the conference's newsletter.--From *American Archivist*, Fall 1982 (Society of American Archivists)

### FUNDING FOR INSTITUTIONS WITH CONGRESSIONAL ARCHIVES

The Everett McKinley Dirksen Congressional Leadership Center offers a challenging opportunity for institutions with congressional records. The center will provide matching funds to selected institutions for activities involving the acquisition, conservation, arrangement, description, and use of congressional archives. Those in the Southeast who are interested in submitting a joint proposal to the Dirksen Center are urged to contact Linda Matthews, Special Collections, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322.--From *Georgia Archive*, Fall 1982 (SGA)



## NEWS NOTES

### ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY INCREASES RECORDS EMPHASIS

Edwin C. Bridges, recently appointed Archivist of the State of Alabama and Director of the Alabama Department of Archives and History, reported on the past, present and future of the Alabama Department of Archives and History at the Fall 1982 meeting of The Society of Alabama Archivists. According to Bridges, the founding of state archival institutions in the South at the turn of the century was brought about by the combination of lawyers and politicians, strong progressive interests, and historians, together with a desire to honor those who had served the Confederate States of America. Throughout the South historians began securing any and all documentation of the history of their state and region. The Alabama Department of Archives and History was the first state archives in the nation and Thomas McAdory Owen, its first archivist, saw it as an all encompassing agency which would provide all services to all people. Its functions would include a state library, archives and records service, public library service, state museum, historic preservation agency, and a publications commission. Due to changes over the years, some of these functions have been removed but until now the mission of the Department has been extremely broad. Since its beginning in 1901, the Department of Archives and History has had only five directors, all, with the exception of Bridges, chosen from within the Department. Now, with the appointment of Bridges, there has been a reappraisal of the Department's mission and long term goals. While there are other institutions preserving historical material, including manuscripts, artifacts, buildings, and books, the Department of Archives and History is the only agency in the state mandated by law to care for the papers of state and local government. The preservation of these records is important in order to protect individual and corporate rights and provide documentation and assistance in the day to day operations of the government, as well as providing an important source to document the history of the people, community, and state. Due to the unique quality of these governmental records and the legal mandate for their preservation, the Board of Trustees of the Alabama Department of Archives and History has decided to make these records their primary concern. This will mean strengthening the state's presently under-funded records management program by: 1) adding to and strengthening the staff; 2) developing a records center facility for the state; and 3) strengthening the local records program. Along with these efforts there will be improvement in the archival facilities including: 1) developing a unified control system which would be capable of linkage in a statewide computer network; 2) tightening the collection policies in an attempt to trim Owen's broad vision into a manageable collection; 3) providing greater security; 4) practicing and promoting archival conservation; 5) consolidating reference service into one unified service point.-From Access (SALAaA)

### GEORGIA ARCHIVES CUTTING COSTS

In response to Governor George Busbee's call for all state agencies to trim their budgets by five percent, the Georgia Department of Archives and History is working to reduce expenditures for the current fiscal year. In a plan submitted to the state Office of Planning and Budget, the Archives has proposed savings in equipment, printing, supplies, personnel and travel. "Our highest priority is to safeguard the historical records of Georgia," said Archives Director Ed Weldon. "We are working to adjust our budget in ways that will preserve the records, while maintaining the highest possible



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levels of service to the public and to other state agencies." The Archives will delay obtaining some equipment, trim purchases of archival supplies and library materials, and cut travel and mailing budgets. In addition, four staff positions now vacant will remain unfilled for a while. "Budgetary restrictions may mean slightly slower service to some researchers and state agencies, and we're asking them to bear with us," Weldon said. "Overall, our proposals are designed to streamline services, not eliminate them."-  
-From Newsletter (GDAH)

## RECENT PUBLICATIONS FROM THE NATIONAL ARCHIVES AND RECORDS SERVICE

*The Preparation of Inventories* by Edward E. Hill focuses on the preparing of inventories by the staff of the National Archives and Records Service. This booklet discusses the purposes and scope of inventories and includes information on their content, style, and format. Archivists and manuscript curators will find the detailed instructions on the preparation of series descriptions most helpful. Another publication of interest is *Intrinsic Value in Archival Material*. In 1979 the National Archives and Records Service began looking at the large scale replacement of paper records with miniaturized or other types of copies. NARS established the Committee on Intrinsic Value to determine which records need not be kept in the original forms once an acceptable copy has been made. The responsibility of the Committee was to write a comprehensive definition of intrinsic value, to define the qualities and characteristics of records with intrinsic value and to implement the concept of intrinsic value in decision making. Copies of both of these publications are available free of charge from the National Archives and Records Service, Washington, DC 20406.--From *Prologue*, Fall 1982

## TREASURER'S REPORT

JUNE 15, 1981 - SEPTEMBER 30, 1982

At its September, 1983, Meeting, the Executive Council established the membership and fiscal year of the Society as October 1 - September 30. The Council also adopted a motion providing for an annual financial report to the membership in the November issue of *The Primary Source*. In making these new adjustments, the final report was not completed in time for the November issue, and is printed here. For this report only, the reporting period is sixteen months. -- JJM

Balance Brought Forward from 1980-1981 \$1,381.09

### Receipts

Donations	\$ 750.00
Membership Dues	1,320.00
USM Workshop Reimbursements	780.21
Annual Meeting Receipts	967.00
SMA Action Workshop Receipts	350.00
Interest	<u>11.61</u>
Total	\$4,282.82

TOTAL DEBITS \$5,663.91

### Disbursements

<i>The Primary Source</i>	\$ 797.53
Annual Program - 1981 (carry over)	215.05
Annual Program - 1982	1,905.30
Executive Director Expenses	650.20
SMA Action Workshop Expenses	405.50
USM Workshop Expenses	780.21
USM Workshop Reception	100.00
Bank and Miscellaneous Expenses	<u>240.26</u>
Total	\$5,094.05

TOTAL CREDITS \$5,094.05

BALANCE BROUGHT FORWARD TO 1982-1983 \$569.86



## THE LITERARY SCHOLAR'S USE OF MANUSCRIPT COLLECTIONS

By Robert L. Phillips

Professor of English

Mississippi State University

*(Ed. Note: The following speech was presented to the Third Annual Meeting of The Society of Mississippi Archivists, held in Greenville, April 6-7, 1981.)*

Archivists, I understand, describe their discipline in three parts, acquisition, description, and access; the literary scholar is interested in all three. It is in the literary scholar's best interest that depositories collect the manuscripts, typescripts, proofs, editions, and letters of creative writers. The scholar can sometimes help describe what he finds in collections, and he certainly is concerned about access since he needs to use archival resources. Textual scholars in literature perhaps do not use these resources as extensively as historians of literature use them, but both the textualist and the historian are concerned with the creation of the literary text because what an author meant to say (how he wanted the words arranged on the page and what words he wanted there) is obviously fundamental. How can a poem or a novel be interpreted if we are not sure what words belong in it?

The problem of text is more complex than it might appear to be. The stages of composition that lead to the completed text differ from author to author depending on the idiosyncracies and habits of each writer. Some writers write several manuscripts; Dylan Thomas rewrote some poems more than one hundred times. Some writers continually revise and add to their work; Walt Whitman created nine editions of *Leaves of Grass*. What is important to the historian and the textual scholar alike is the workings of the imagination in literature, and the best record of that is the various recorded stages of composition. The archivist plays a vital role in the preservation of those documents which the writer creates at each stage.

Of course, the archivists as well as the scholar must contend with the whims of writers. The text the creative intellect produces is the life work of the writer, and he is understandably concerned about it. Some writers destroy manuscript versions of their work; others preserve them carefully. The scholar in literature is very pleased to have all that whim, time, and archivists can afford him.

The writer's manuscript is the first document the creative writer produces. Sometimes he produces several handwritten versions; sometimes he uses a typewriter, and nowadays he may even use a word processor. Manuscripts, typescripts, and magnetic tape are all of interest to the scholar for from these he determines as best he can where the writer began his work and what in the first blooming of the imagination the writer wanted his work to be. The scholar, then, is interested in changes that occur between manuscript versions of a work and subsequent versions. If there first was a handwritten manuscript, then what changes did the writer introduce in the typewritten version? Why did he make the changes he did? How much of the first version is contained in the final printed text?

From manuscript or typescript the text goes to a printer who, using Linotype or off-set, produces a printed draft called a galley proof. Typesetters sometimes make mistakes which proof readers correct. Most often the writer, as he is interested in the art of his work, corrects the galleys himself, and sometimes he makes substantial changes. The changes that William Faulkner made in the galley proofs of *Sanctuary* were so extensive that he paid for them from his own very limited funds.

The next stage is page proof. The changes made in galleys are set in type and the work is divided into separate pages. Again the writer himself may read proof, and when he sees how the work looks on the page he may make substantial changes. Page proof is the last stage before publishing.



The published book, however, may constitute only a stage in the final creation of a text. The writer will often revise his work and issue it in another form. Faulkner's career provides a good example of the problems an archivist may encounter in providing for the literary scholar, though the career of almost any serious writer would provide examples. Faulkner often rewrote and revised stories that he had published previously. The story "Spotted Horses," revised, became a part of the novel *The Hamlet*. "The Bear" exists in one version as a short story and in another as a part of *Go Down Moses*.

The various stages of the work of the creative imagination can often be documented, and where these documents exist they must be preserved for they reveal as no other evidence can within the very obvious limits of text the writer's intention. The writer plays with the connotations of words and his choices are as close as we come to observing the imagination at work.

An illustration from the text of Eudora Welty's *The Optimist's Daughter* may help explain the scholar's task, his fun. Manuscripts of *The Optimist's Daughter* are not available for public perusal and when they are, they probably will reveal a great deal, but there are two printed versions. The first appeared in the March 15, 1969 issue of the *New Yorker*; the second version was published in book form by Random House in 1972. Revisions of the printed texts are very extensive, but illustrations from the conclusion of the first section will illustrate the scholar's interest. In the magazine version Welty describes a seagull whose wings were "fixed as a clock on the wall." In the 1972 version this was changed to "fixed, like a stopped clock on the wall." Why did Welty change the text as she did? I believe that the change has to do with the inner workings of the consciousness of the main character in the novel, Laurel McKelva Hand.<sup>1</sup> In the first version the relationship between wings and clock suggests an order, a pattern, hence a degree of perception and understanding, that is not appropriate to Laurel's consciousness at this point in her experience. Laurel's imagination, her clock, must be wound up again and set running. These changes may seem slight, but together with other changes in the text they reveal ways in which Welty sought to control the reader's understanding of what happens to Laurel.

There are many things that archivists collect besides manuscripts, proofs, and editions that are of great significance, but these he shares with most historians. Letters, memorabilia, family documents, book collections are all important to the understanding of the past of which literature is a part. It may sometimes seem wasteful to preserve some of these things. After all, page proof merely repeats what was available in galleys. But each stage in the creation of an edition and each facet of the author's life that contributed to his imagination in one way or another at some time or another will probably engage the imagination of the scholar.

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<sup>1</sup> I have explained this in greater detail in "Patterns of Vision in Welty's *The Optimist's Daughter*," *Southern Literary Journal* 14 (Fall, 1981), 10-23.



## INTRINSIC VALUE IN ARCHIVAL MATERIALS

Reprinted from Staff Information Paper 21,  
National Archives and Records Service

### Report of the Committee on Intrinsic Value

Intrinsic value is the archival term that is applied to permanently valuable records that have qualities and characteristics that make the records in their original physical form the only archivally acceptable form for preservation. Although all records in their original physical form have qualities and characteristics that would not be preserved in copies, records with intrinsic value have them to such a significant degree that the originals must be saved.

The qualities or characteristics that determine intrinsic value may be physical or intellectual; that is, they may relate to the physical base of the record and the means by which information is recorded on it or they may relate to the information contained in the record. Records with intrinsic value may be retained for either their individual or informational value.

The archivist is responsible for determining which records have intrinsic value. Ordinarily this determination is made at the series level. As in all other archival appraisal activities, context is the key to making these determinations and context is normally best preserved by considering the entire series. The archivist, however, also may determine that certain individual record items within a series have intrinsic value, especially those items to be retained because of special physical characteristics.

### QUALITIES AND CHARACTERISTICS OF RECORDS WITH INTRINSIC VALUE

All record materials having intrinsic value possess one or more of the following specific qualities or characteristics. These qualities or characteristics relate to the physical nature of the records, their prospective uses, and the information they contain.

1. Physical form that may be the subject for study if the records provide meaningful documentation or significant examples of the form

Documents may be preserved in their original form as evidence of technological development. For example, a series of early press copies, glass-plate negatives, or wax-cylinder sound recordings may be retained. All records having a particular physical form would not be considered to have intrinsic value because of this characteristic; however, a selection broad enough to provide evidence of technological development would be considered to have some value.

2. Aesthetic or artistic quality

Records having aesthetic or artistic quality may include photographs; pencil, ink, or watercolor sketches; maps; architectural drawings; fraktur; and engraved and/or printed forms, such as bounty-land warrants.

3. Unique or curious physical features

Physical features that are unique or curious might include quality and texture of paper, color, wax seals, imprints and watermarks, inks, and unusual bindings. All records having a particular physical feature



would not be considered to have intrinsic value because of this feature; however, an exemplary selection of each type would be considered to have such value.

4. Age that provides a quality of uniqueness

Age is a relative rather than an absolute quality. Generally, records of earlier date are of more significance than records of later date. This can be because of a historical change in the functions and activities of the creator of the records, the scarcity of earlier records, a change in recordkeeping practices, or a combination of these. Age can be a factor even with comparatively recent records. The earliest records concerning, for example, the development of the radio industry or of nuclear power could have intrinsic value because of age.

5. Value for use in exhibits

Records used frequently for exhibits normally have several qualities and characteristics that give them intrinsic value. Records with exhibit value impressively convey the immediacy of an event, depict a significant issue, or impart a sense of the person who is the subject or originator of the record. In these cases, the impact of the original document cannot be equaled by a copy.

6. Questionable authenticity, date, author, or other characteristic that is significant and ascertainable by physical examination

Some records are of doubtful authenticity or have informational content that is open to question. Although it is impossible to foresee which documents will be questioned in the future, certain types of documents are well known to have the potential for controversy and, if the original records are extant, handwriting and signatures can be examined, paper age can be ascertained, and other physical tests can be performed. In some cases the controversy can be resolved by recourse to the original item (such as by an examination of the handwriting, the age of the paper, or the original negative of the photostatic print), while in other cases the item will not be conclusive but will provide the researcher with the best evidence from which to draw conclusions (original photographs of UFO's, for example).

7. General and substantial public interest because of direct association with famous or historically significant people, places, things, issues, or events

This criterion is not only the most difficult to apply, but also the most important in terms of the volume of records to which it could be applied. It could be used to justify preserving in original form almost all permanently valuable records because of their historical importance. On the other hand, if limited to records of unusual significance, it would be used to justify disposal of almost all original records. Archival judgment is the crucial factor in determining whether there is general and substantial public interest, whether the association is direct, and whether the subject is famous or historically significant. Generally, those series with a high concentration of such information should be preserved.



8. Significance as documentation of the establishment or continuing legal basis of an agency or institution

Agencies or institutions are founded and acquire or lose functions and responsibilities through the actions of the executive, legislative, and judicial branches of the Government. Records documenting these actions may be found concentrated in series or scattered in various series. They have in common the characteristic of documenting the shifts in function of the agency or institution at the highest level.

9. Significance as documentation of the formulation of policy at the highest executive levels when the policy has significance and broad effect throughout or beyond the agency or institution

Numerous records reflect policy decisions; however, most policy decisions have a relatively limited impact and reflect a relatively small area of authority. The characteristics that give policy records intrinsic value are the origin of the records at the highest executive levels, breadth of effect, and importance of subject matter.

#### APPLICATION OF THE CONCEPT OF INTRINSIC VALUE

Records that possess any characteristic or quality of intrinsic value should be retained in their original form if possible. The concept of intrinsic value, therefore, is not relative. However, application of the concept of intrinsic value is relative; opinions concerning whether records have intrinsic value may vary from archivist to archivist and from one generation of archivists to another. Professional archival judgment, therefore, must be exercised in all decisions concerning intrinsic value. Coordination between units holding records within an archival institution also may be necessary. For example, members of units holding similar records whose form may be the subject for study (quality 1) should consult one another to ensure that an adequate but not duplicative selection of records in that form is preserved. Although the concept of intrinsic value may be easier to apply to older records, decisions concerning intrinsic value can be made for all records determined to have sufficient value to warrant archival retention.

Copies of records having intrinsic value may be made for necessary archival purposes, including use by researchers. In fact, the fragility, rarity, or significance of the records may require that researchers normally work from reproductions.

Records that have intrinsic value should be considered for conservation or restoration; however, the determination that records have intrinsic value is only the first step in a decisionmaking continuum for preservation activities. Priorities and order of preservation activities should be guided by additional factors such as significance and frequency of use, rate of deterioration, seriousness of potential future preservation problems, and efficacy and expense of available treatments.

Although records with intrinsic value constitute the core of the holdings that archival institutions should maintain in original form, institutions also must retain records for which archivally acceptable copies cannot be made. This report does not attempt to establish comprehensive standards for archivally acceptable copies. At a minimum, however, such copies should have durability and utility for research use and for duplication equivalent to the records in their original form. If adequate copies of such records cannot be made, originals lacking intrinsic



value may not be considered for disposition. For example, because, at present, reproductions made from duplicates of audiovisual records normally are of lower quality than reproductions made from the originals, most audiovisual records should be retained in their original form. When copies with equivalent or superior quality can be produced from reproductions, the originals could be considered for disposal.

Some records without intrinsic value almost must be preserved in original physical form because such preservation is required by law.

## CONSERVATION COMMITTEE NOTES

The Conservation Committee met February 11, 1983, to review the goals set at its organizational meeting on February 4, 1982, and to discuss plans for the Society's annual meeting. Some of the goals of the Committee are long term and rather ambitious, but shall remain as initially written. In keeping with one of its primary objectives -- the dissemination of conservation information -- the Committee is publishing leaflet number three in this issue of *The Primary Source*. Look for the Committee's handouts and display of photographic preservation materials and catalogs at the annual meeting.

The Central Mississippi Library Council's Committee on Disaster Preparedness presented their proposed plan to members at the Council's January meeting. The Committee's intention is to encourage the development of disaster plans in individual libraries and to supplement such plans with cooperative efforts among Jackson area libraries. Members voted to adopt the Disaster Prevention and Recovery Plan written by Linda Overman for the Mississippi Department of Archives and History as a suggested preparedness guide which can be adapted to individual library needs. Central Mississippi Library Council plans to develop an expanded list of suppliers of materials needed for disaster recovery, a list of agencies that would be willing to loan facilities, list of equipment that could be loaned from other libraries, and a list of persons who would volunteer to aid a library after a disaster.

WARNING!!!!!!!!

Mending kits advertised in library supply catalogs for preservation and/or repair of materials should be used with a common sense approach. They are useful on items with a limited life span, but should never be used on rare books or documents of archival value. One of the basic principles of preservation requires the use of materials that do not endanger the physical character of an item and that can be removed at a future date ( if necessary or desirable ).

There are simple, inexpensive preservation materials available for use on items of archival value. Persons interested in learning archivally sound repair methods may contact The Society of Mississippi Archivist's Conservation Committee, P. O. Box 1151, Jackson, Mississippi 39205.



## BOOK REVIEW --

Pardo, Thomas C. *Basic Archival Workshops: A Handbook for the Workshop Organizer*. Chicago: Society of American Archivists. 70 pages. Paper text ed., \$7.00. ISBN 0-931828-52-X.

This brief sourcebook will be of primary benefit to workshop planners and continuing education instructors who are interested in and/or responsible for planning, sponsoring, or presenting workshops in basic archival education. The author attempts to provide an overview of the required components to developing an archival workshop, from needs assessment to workshop evaluation and follow-up. Each chapter presents a concise (the longest chapter is only ten pages) treatment of proven effective workshop approaches.

Part I addresses the crucial planning stages of a basic archival workshop -- "the one that is constantly in demand and most frequently conducted." Chapters 1-9 address: needs assessment (purpose, techniques); objectives (types, guidelines in creation); workshop committee and coordinator (composition, responsibilities, required abilities); scheduling (date selection, appropriate length, schedule components, activities); budget (revenues, expenses, calculation of fees, balancing the budget); site (selection, arrangements, housing); promotion (essential promotional materials information, types - news release, letter, brochure, advertisement); instructors (qualities, faculty size, responsibilities); and participants (group size, applications, registration, requirements).

Part II is devoted to the methods of presentation, types of curricular materials and their use. Chapter 10 provides information on the pros, cons, techniques, and suggestions for using effectively a variety of presentation methods in the workshop -- including the lecture, panel discussion, group discussion, and demonstration. Chapter 11 discusses materials and activities which may be used to facilitate learning during the workshop: handouts (diagrams, charts, guidelines, bibliographies, reports); readings; exercises; practica; case studies; role playing; quizzes; slides; films; tapes; and tours.

Part II focuses upon evaluation -- types of evaluation in Chapter 12 and evaluation formats, questionnaire design, post-workshop follow-up in Chapter 13. The handbook concludes with a bibliography providing further suggestions and material on developing workshops and an excellent annotated list of sixteen audiovisual programs (slide-tape programs, films, and videocassettes) which may be used to supplement and complement the workshop presentations.

Other planning documents which may be of help to individuals considering offering archival workshops include: *Workshops for Jail Library Service: A Planning Manual* by Linda Schexnaydre and Kaylyn Robbins. Prepared for the Association of Specialized and Cooperative Library Agencies. Chicago: American Library Association, 1981 (The planning guidelines described in this work can be easily adapted to archival workshops); and *A Program for Quality in Continuing Education for Information, Library, and Media Personnel: Policy Statement, Criteria for Quality and Provider Approval System* (volume one), available from National Council on Quality Continuing Education for Information, Library, Media Personnel, c/o CLENE, Inc., 620 Michigan Avenue, N.E., Washington, D. C. 20064. 1980 (poses the general topics to be considered by individuals planning a continuing education activity).

While this monograph cannot answer all of the questions raised by workshop planners, its brevity, clarity, examples, organization, and inexpensive price make it a useful resource to the continuing education field. -- Joseph J. Mika, University of Southern Mississippi School of Library Service



# NATIONAL ADVISORY COMMITTEE ON THE MANAGEMENT, PRESERVATION, AND USE OF LOCAL GOVERNMENT RECORDS REPORTS PROGRESS

Reprinted from *NASARA Clearinghouse*  
October 1982

Even as NASARA was adopting its own statement of principles on local government records, another group--the National Advisory Committee on the Management, Preservation, and Use of Local Government Records--was pressing ahead with its own nationwide study of local government records problems and potential solutions. The Committee, supported by a grant from the National Historical Publications and Records Commission and coordinated by the American Association for State and Local History, includes representatives from the Society of American Archivists, Association of Records Managers and Administrators, International Institute of Municipal Clerks, National Association of County Recorders and Clerks, National Center for State Courts, and NASARA (which is represented by A. K. Johnson). The following report is based on, and quotes extensively from, a report on the September meeting by George Rollie Adams of the AASLH staff who is coordinating the Committee's work.

The Committee met initially in March 1982 to discuss local government records problems, review past efforts to meet those problems, and consider possible courses of action. During the summer, several subcommittees worked on special reports on specific problems and in September the Committee met again in Nashville. There the Committee decided on several general objectives for its work, including:

- Promoting the work of the committee and its objectives through all appropriate professional associations.
- Promoting the fiscal good sense and general desirability of sound local government records management to all appropriate groups.
- Encouraging appropriate state agencies to take greater interest in local government records and to assume appropriate responsibility for the management and preservation of those records.
- Developing new and improving existing orientation and training programs for persons who work with local government records.
- Developing guidelines for state and local statutes governing local government records and for operating procedures.
- Providing coordination for carrying out all the suggested courses of action, including operating a clearinghouse for information about the management, preservation, and use of local government records.

The Committee also considered several potential means for reaching these objectives, including:

- Producing an audiovisual (slide/tape or videotape) program on the desirability of sound records management, with emphasis on cost-effectiveness.
- Publishing an illustrated pamphlet that complements the audiovisual program but which can stand on its own and be even more widely disseminated.



- Publishing a guide to the management of local government records. This publication would be less promotional and more substantive than the pamphlet noted above. It would encompass certain portions of H. G. Jones' *Local Government Records* and of the *Wisconsin Local Records Manual*.
- Producing a training packet or model workshop suitable for use in conducting one-day and one-half-day workshops in national, regional, and state professional meetings for archivists, municipal clerks, and others who work with local government records.
- Investigating the desirability of producing a series of correspondence or independent study courses on various aspects of local records management to supplement training provided by college and university programs and by workshops and professional meetings.

The Committee's work was originally scheduled for completion by September 30, 1982, but at the Nashville meeting the Committee decided to continue through March 31, 1983, and to seek additional NHPRC support. This time extension will enable the Committee to study the results of at least some of the twenty-seven NHPRC-funded state historical records assessment and reporting projects that are now underway. The extension will also give the Committee more time to study state government interest in local government records. Finally, the Committee will use the additional time to study the related questions of funding for and coordination of the activities it has advocated. The Committee rejected the notion that a new professional organization is needed to carry out this program. But it decided not to make a definite recommendation on the eventual placement of the program until the blue-ribbon committee on the future of NASARA has an opportunity to make its recommendations to NASARA leadership on the possible expansion of NASARA to cover records concerns at all levels of government. In the meantime, AASLH will continue to coordinate the Committee's work. The Committee expects to issue its final report and recommendations next spring.

For more information, contact A. K. Johnson, Joe Halpin, or George Rollie Adams at the American Association for State and Local History, 708 Berry Road, Nashville, TN 37204.



# SOCIETY OF MISSISSIPPI ARCHIVISTS

## ANNUAL MEETING

AND

## PHOTOGRAPHIC PRESERVATION WORKSHOP

MONDAY AND TUESDAY

APRIL 11-12, 1983

MISSISSIPPI MUSEUM OF ART

JACKSON, MISSISSIPPI

MONDAY SESSIONS: 9 a.m. - 4:30 p.m. An intensive workshop focusing on the collection, identification, preservation, organization and storage of photographs. It will be conducted by Gerald J. Munoff, photographic consultant and director of Administrative Services for the Kentucky Department of Libraries and Archives.

TUESDAY SESSIONS: 9 a.m. - 12 noon. These sessions will focus upon appraisal of modern records, formats for the reporting of manuscript accessions and a report of the Ad Hoc Study Committee on a Statewide Archival Data Base.

Quality Inn Executive Plaza, 225 East Capitol Street, Jackson Mississippi 39205, telephone 601-948-6161, (two blocks from museum), is offering special rates for workshop attendees. Single rooms are \$27.00, and double rooms, \$33.00. Space is limited, so reserve rooms by April 1.

As an added attraction, the Mississippi Museum of Art, in cooperation with the Mississippi Department of Archives and History and the Society of Mississippi Archivists, will mount a special exhibit on historical photographs and their preservation problems.

LUNCHEONS WILL BE CATERED BY THE PALETTE RESTAURANT.

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### SOCIETY OF MISSISSIPPI ARCHIVISTS

#### ANNUAL MEETING

AND

### PHOTOGRAPHIC PRESERVATION WORKSHOP

#### REGISTRATION FORM

NAME _____	Registration	_____ \$ 25.00
ADDRESS: _____	Monday Luncheon	_____ \$ 6.50
_____	Tuesday Luncheon	_____ \$ 6.50
INSTITUTION: _____	Pre-Registration Package	_____ 35.00
	(Must be received by April 1)	

MAKE CHECKS PAYABLE TO THE SOCIETY OF MISSISSIPPI ARCHIVISTS AND MAIL TO:  
PROGRAM COMMITTEE, SOUTHERN STATION BOX 5148, UNIVERSITY OF SOUTHERN MISSISSIPPI,  
HATTIESBURG, MISSISSIPPI 39406.





"D—N IT ALL, SIR! AM I NOT ELIGIBLE?"

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"... no other profession calls for more various talents."

MEMBERSHIP APPLICATION FORM

1982 - 1983 Membership Year

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

\_\_\_ Student \$3.00      \_\_\_ Regular \$7.50      \_\_\_ Institution \$15.00

\_\_\_ Patron \$25.00 or more

Please make checks payable to The Society of Mississippi Archivists and send this form and dues to Chairman, Membership Committee, The Society of Mississippi Archivists, P. O. Box 1151, Jackson, Mississippi 39205. The membership year runs from October 1 to September 30. Current members will receive a membership renewal notice in September.